

Canton City Hall, Third Floor
218 Cleveland Avenue, S.W.
P.O. Box 24218
Canton, Ohio 44701-4218
Hours: 8:00 a.m. - 5:00 p.m.

CIVIL SERVICE COMMISSION
CITY OF CANTON, OHIO
Phone: (330) 489-3360
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OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: June 2, 2016
No: M14-16

CLASSIFICATION TITLE
FAMILY NURSE PRACTITIONER/STAFF NURSE III
(Canton City Health Department)

SALARY RANGE
\$49,696 - \$74,252

FILING OF APPLICATION

Application must be made on the open application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH 44702, or application may be printed from www.cantonohio.gov under “City Government” click on “City Services” and then on “Civil Service”. Application may be mailed or brought to the office, making sure that all necessary documentation is included. Application, clear copy of current Ohio Certified Nurse Practitioner License, a current detailed resume, college transcripts (unofficial will be accepted), and a clear copy of valid State of Ohio Driver’s License required with completed application must be on file no later than **Friday, June 17, 2016 at 3:00 p. m.**

CANDIDATE EVALUATION

Each candidate will be evaluated on a point system based on their education, experience and references. Scoring and ranking of applicants will be based on the points assigned as a result of the candidate evaluation.

SHOULD TEN OR FEWER QUALIFIED APPLICANTS REGISTER FOR THIS EXAMINATION THEY WILL BE PLACED ON AN ELIGIBILITY LIST IN ACCORDANCE WITH THEIR APPLICATION FILING DATE.

This is an open examination. To be eligible for the position under this examination, all applicants must be a U. S. Citizen or have legally declared their intention of becoming a U. S. Citizen. Applicant shall have no felony convictions. Applicant must possess a current valid Ohio Driver’s License and must hold an Ohio Certified Nurse Practitioner License to care for all populations.

ACCEPTABLE TRAINING AND EXPERIENCE

Completion of coursework required to achieve Ohio Registered Nurse, Master’s Degree (MSN) or higher preferred; must hold current Ohio Certified Nurse Practitioner License to care for all populations; must complete mandated requirements of continuing education for CNP licensure; completion of direct supervision hours for prescriptive authority is required; a minimum of 1 (one) year of advanced practice nursing is preferred; have current CPR certification with renewal; training in Emergency Preparedness to be completed upon hiring.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

Having knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health care measures. Have the knowledge of human behavior and performance; individual differences in ability, personality and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders. Having knowledge of the structure and content of the English language; including the meaning and spelling of words, rules of composition, and grammar. Knowledge of principles and processes for providing customer and personal services; this includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. Has the knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects. Ability to access records, examine clients, greet public, visit client’s homes, and operate equipment. A person in this classification will have frequent telephone conversation, face to face discussions and contact with others. Must also have the ability to visit other offices, client’s homes and present information to groups and agencies in various locations and settings. Has the skills to analyze and interpret patients’ histories, symptoms, physical findings, or diagnostic information to develop appropriate diagnoses. Develop treatment plans based on scientific rationale, standards of care, and professional practice guidelines. Demonstrates skill in the use of computer software such as word processing and database applications. The ability to collect and organize data to maintain accurate and complete records, and prepare reports in accordance with state and federal guidelines. Submit reports in a timely manner.

*****IMPORTANT NOTICE TO VETERANS*****

As provided in ORC 124.23C, any person who has completed service in the uniformed services, who has been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is an Ohio resident and any member of a reserve component of the armed forces of the United States, including the Ohio National Guard, who has completed more than 180 days of active duty service pursuant to an executive order of the President of the United States or an act of Congress of the United States may file with the Director a certificate of service or honorable discharge (DD-214 – Long version), and upon this filing, the person shall receive additional credit of twenty percent (20%) of the person’s total grade given in the examination in which the person receives a passing grade.

A member in good standing of a reserve component of the armed forces of the United States, including the Ohio National Guard, who successfully completes the member’s initial entry-level training shall receive a credit of fifteen percent (15%) of the person’s total grade given in the examination in which the person receives a passing grade. Applicants are solely responsible for making Commission staff members aware of previous filings of discharge papers by the application deadline if bonus credit is to be claimed.

CITY RESIDENCY BONUS

Applicants who have resided within the Canton City limits for at least six (6) months or longer immediately prior to testing will receive 5% additional credit, provided they make a passing score.

MAXIMUM ALLOWABLE BONUS POINT AWARD

THE MAXIMUM ALLOWABLE BONUS POINT AWARD IS 20%.

RATING

Upon completion of the examination process, candidates who receive a passing score will be placed on the eligibility list and preference will be given in accordance with your final rating. Once the list has been established, your name will remain on the list for a period of one (1) year.

EQUAL EMPLOYMENT

All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability or any other non-merit factor.

ESSENTIAL DUTIES

Prescribe medication dosages, routes and frequencies based on patients’ characteristics, such as age and gender, efficacy, safety, and cost as legally authorized. Counsel patients about drug regimens, possible side effects, or interactions with other substances such as food supplements, over-the-counter (OTC), and herbal remedies. Initiates and maintains a medical record containing documentation of consent, emergency contact, screening performed, test referrals and their results, and follow-up of medical problems. Ensures that documentation is organized so that the status of client’s medical care and follow-up efforts by staff can be determined at any point in time. Educate patients about self-management, tailoring instructions to patients’ individual circumstances. May direct the activities of lower level nursing staff or clerical staff. Provides and participates in professional education activities.

OTHER DUTIES AND RESPONSIBILITIES

Meets all job, agency, and OSHA safety requirements, standards, and procedures. Maintains privacy and confidentiality in all services provided to clients. Maintains records and statistics of clinic and field activities; assists in same for the division. Remains informed of current development, and procedures of duties; may be required to attend seminars/training. Assists in planning/participating in community health crisis activities. Accepts responsibility in epidemiological investigation of diseases/conditions, and proper reporting of same. Identifies health problems/conditions detrimental to individuals, groups or community, institutes measures to correct same. Teaches health maintenance and disease prevention. Interprets/utilizes community resources. Demonstrates regular/predictable attendance. Helps maintain supplies/equipment. A person in this classification may be required to respond to a public health emergency or performs other duties as necessary.

POSITION SUMMARY

Under general supervision of Director of Nursing, Health Commissioner, or other administrative supervisor. Develops, plans, and coordinates major public health nursing program. Performs complex/specialized direct public health nursing services and assists in planning, implementing and evaluating the public health nursing program. Oversees nursing division activities in designated areas, independently provides direct nursing care in clinics. Provides advanced nursing care/treatment to patients. Performs physical examinations, orders diagnostic tests, develops treatment plans and prescribes drugs or other therapies. Functions as lead worker and represents agency in community and/or health improvement projects. Provides supervision to nursing staff. Plans and direct public health nursing programs.